

MAJOR FUNCTION

This is responsible managerial, supervisory, and technical work directing the activities of a team within the Tallahassee Fire Department. The designated team's mission dictates specific work assignments. Work is performed under the general supervision of a Battalion Chief and is reviewed through reports, observation, and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Directs, administers, plans and coordinates the assigned personnel and daily activities of a team within fire stations on an assigned shift. Supervises and trains personnel, as applicable. Inspects and provides for the proper maintenance, cleaning and replacement of all assigned equipment. Recommends the hire, assignment, transfer, suspension, advancement, discipline and discharge of personnel. Adjusts grievances and prepares employees performance evaluations. Performs related work as required. Reviews reports for completeness and quality assurance.

Other Important Duties

Assist in formulating and/or amending departmental policies and operational procedures. Serves in the absence of the Battalion Chief. Performs community outreach activities. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of firefighting tactics and principles prescribed by department policy. Thorough knowledge of techniques used in rescue, evacuation, first aid, confinement of fire, extinguishment and chemistry of fire and ventilation, salvage and overhaul. Thorough knowledge of arson investigation procedures and related court procedures. Considerable knowledge of radiological monitoring and other appropriate civil defense functions. Must be prepared to execute the Fire Department's role in this area in the event of an enemy-caused or domestic emergency. Considerable knowledge of emergency medical care equipment policies and procedures. Considerable knowledge of fire prevention programs and knowledge of the fire prevention code on a fire company level. Ability to assume temporary command in the absence of a Chief Officer. Ability to successfully commit fire companies at the scene of a fire or other emergency. Ability to conduct in-station training classes on appropriate fire service subjects as directed. Ability to interpret and understand written policy concerning laws, ordinances, rules, regulations, orders, notices, and procedures which establish and regulate the activities of the department. Ability to supervise and instruct subordinate personnel. Ability to perform administrative functions and solve personnel problems at the battalion level. . Skill in the use of computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of an associates degree with course work in fire science, fire administration, business or public administration, medical technology or a related field and nine years of firefighting experience in the Tallahassee Fire Department, three years of which must have been in the rank of Lieutenant. Experience in a Fire Specialist, Senior Fire Specialist, or Fire Coordinator position may substitute for up to two years of the required Lieutenant experience. A bachelor's degree in fire science, fire, business, medical technology or public administration may substitute for one year of the required paid firefighting experience.

Necessary Special Requirements

Must be a certified firefighter in the State of Florida at the time of application.

Must possess a Florida emergency medical technician (EMT) certification at the time of application and maintain same as a condition of continued employment. A valid State of Florida Paramedic certification may substitute.

Must possess a valid Class E State driver's license or equivalent, as determined by the City, at the time of application.

Must possess a Florida Fire Officer I certification.

Must possess a Florida Fire Safety Inspector certification within six months of promotion in the job class and maintain same as a condition of continue employment in the job class.

Effective November 1, 2025, must possess and have on file with the department a valid Florida Fire Safety Inspector certification before a promotional offer can be made.

Preferred: Florida Arson Investigator certification.

Established: 05-04-06

Revised: 01-01-08

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